

FEDERAL PUBLIC DEFENDER
Northern and Southern Districts of Iowa

POSITION ANNOUNCEMENT 2205
ASSISTANT PARALEGAL / ADMINISTRATIVE ASSISTANT

The Federal Public Defender for the Northern and Southern Districts of Iowa is accepting applications for the position of Assistant Paralegal/Administrative Assistant for its Davenport office. The Federal Public Defender, a branch of the United States Courts, operates under authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel.

JOB DESCRIPTION: As Administrative Assistant. Provides assistance to the Federal Defender or Administrative Officer in administrative matters regarding operations, property and procurement. The position provides legal assistant support to the office in areas such as preparing correspondence, editing and proofreading documents, maintaining attorneys' calendars and case files, and other related duties as assigned. This position requires advanced knowledge of legal terminology, word and information processing, understanding of district and circuit court rules and procedures, *and a high degree of attention to detail*. In addition to the aforementioned duties, this position is responsible for front desk telephone and reception duties.

As Assistant Paralegal. Provides support services to the federal defender staff. The position is primarily responsible for the review of case-related discovery with the client at local area detention facilities and for client interviews. Frequent day travel is required, depending on the office caseload. Written documentation and communication of client meetings required, and other related duties as assigned.

As reflected above, this position involves varied duties and responsibilities and is well-suited for a candidate that enjoys a fast-paced environment and multi-tasking.

REQUIREMENTS AND QUALIFICATIONS: The ability to communicate with and have compassion for individuals from diverse social classes and lifestyles is required. To qualify for the position of Assistant Paralegal/Administrative Assistant, a person must be a high school graduate or the equivalent and have a minimum of three years of general experience and two years of specialized experience. Some higher education may be substituted for general experience. Applicant must be a U.S. citizen or eligible to work in the United States.

SELECTION CRITERIA: In addition to meeting the position requirements and qualifications, the successful applicant will have a working knowledge of law office operations, legal practices, methods and techniques, and an understanding of criminal law and procedure. Preference will be given to applicants with legal assistant, paralegal or investigative criminal law experience and administration.

SALARY: The starting salary for the position falls within a range of \$55,377 (JSP-9, step 1) to \$80,306 (JSP-12, step 1). The salary of the successful applicant will be commensurate with the person's qualifications and experience, and is payable by Electronic Funds Transfer (direct deposit). This is a full-time position with federal government benefits.

BACKGROUND CHECK: The selected candidate will be subject to a background check as a condition of employment. Employment will be considered provisional until a satisfactory background check and favorable suitability determination is confirmed.

APPLICATION PROCESS: Electronically submit resume and cover letter by August 4, 2022 to Denise_Fest@fd.org. **The email subject line must read:** Davenport position announcement 2205. Preference will be given to applications received by August 4, 2022, however position open until filled. Only applicants considered for an interview will be contacted. No telephone calls please.

The Federal Public Defender is an Equal Employment Opportunity Employer